



# CITY OF ATLANTA

## Job Announcement

### POLICE PROPERTY MANAGEMENT TECHNICIAN (D)\*

**STARTING SALARY: \$25,943**

**Salary Grade: 9**

**Applications Accepted From: June 6, 2005 until June 9, 2005**

#### **Minimum Job Requirements**

Persons applying must have a high school diploma or GED and six (6) months of clerical experience in property or records management. Applicant must have a valid driver's license at the time of application. Must maintain a valid Georgia driver's license while in this classification.

#### **Duties of the Job:**

This employee receives, processes, identifies and stores property/evidence; ensures property, evidence and impounded vehicles are preserved, accounted for, released and/or disposed of properly; receives, bar-codes, and issues incoming police equipment; attaches City identification decals; maintains and issues supplies or vehicles for the department; operates computer terminal to enter, store and retrieve data and to prepare and produce reports; provides information; takes and relays messages; may encounter hostile or irate persons and abusive language; must lift some heavy objects to place on storage shelves; and performs related work as required.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303-0306

Phone: (404) 330-6369

[www.atlantaga.gov](http://www.atlantaga.gov)

FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

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**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.**

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**The Examination for This Job Will Consist of an Evaluation of Applicant Training and Experience.**

**Applicants who meet the above requirements are placed on the eligible register in three categories: highly qualified, well qualified, and qualified.**

\*THERE IS A SALARY DIFFERENTIAL FOR SHIFT WORK. THIS POSITION MAY REQUIRE SHIFT WORK. THIS POSITION REQUIRES THE SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION THAT MAY INCLUDE, BUT IS NOT LIMITED TO, AN ARREST RECORDS CHECK, VOICE STRESS ANALYSIS, EMPLOYMENT HISTORY CHECK, DRUG TESTING, ETC.